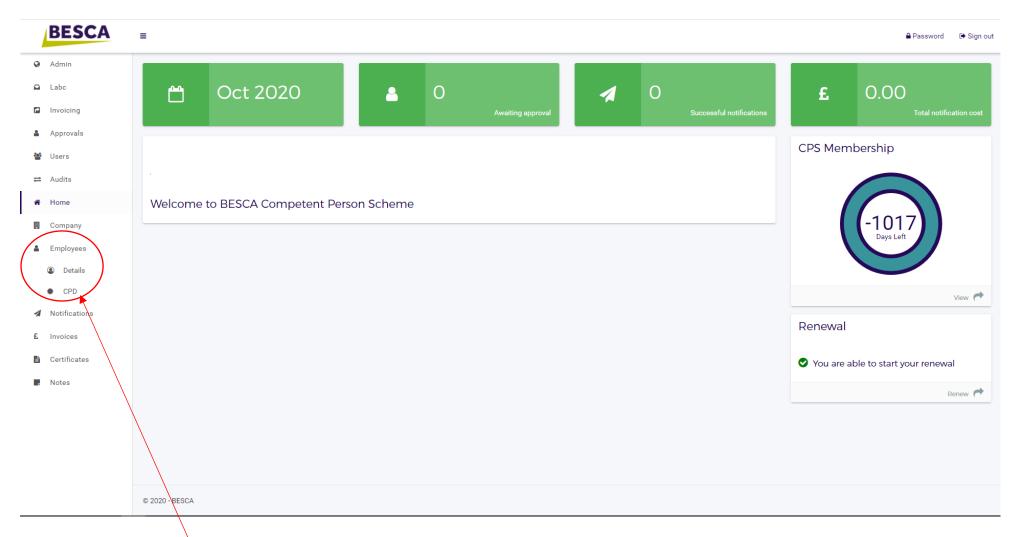# BESCA GUIDE TO RECORDING CPD ONLINE

To record your CPD as required by the BESCA CPS CPD Policy, login to the BESCA Portal and follow the instructions below.

If you have any difficulty, contact the team on 0800 652 5533.

Select 'CPD' under the Employees section of the online portal
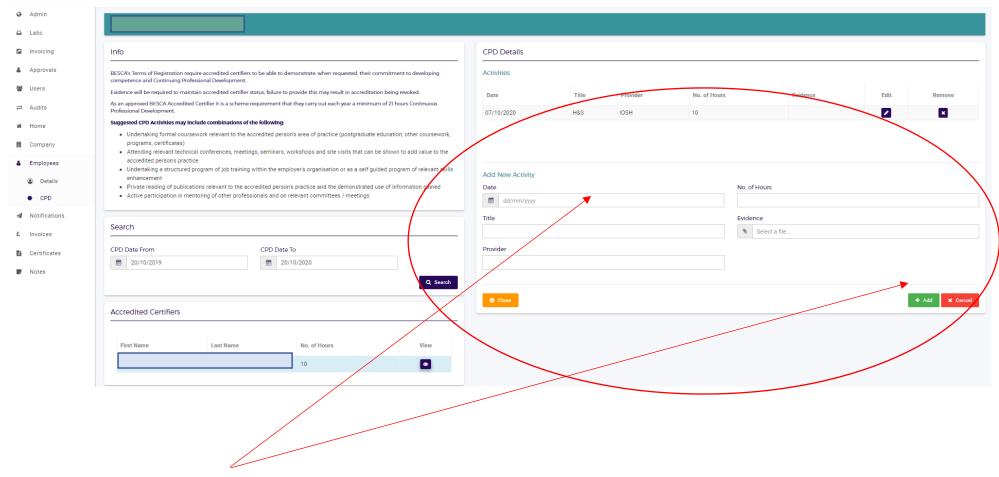
BESCA GUIDE TO RECORDING CPD ONLINE

Select 'View' to the relevant Accredited Certifier to add records of CPD

BESCA GUIDE TO RECORDING CPD ONLINE

Insert the details of the CPD achieved, including Date, Number of hours, title of CPD, who the provider was and where applicable, a copy of any certification gained.

Once you have entered the details, simply select the 'add' button.

You can edit and remove any CPD if required.

ALL Accredited certifiers **MUST** complete 21 hours of CPD prior to renewal.